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FYI

ADDA 2 23 JAN 1988
DDA 2

(DDA Registry for File)

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ROUTING AND TRANSMITTAL SLIP

23 JAN 1986

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE PREPARE AN APPROPRIATE RESPONSE FOR THE
DCI'S SIGNATURE.

SUSPENSE: 5 FEBRUARY 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

Room No.—Bldg.

Phone No.

5041-102

*USGPO 1983-421-529/320

FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		6 FEB 86		STAT	
		Date			

Remarks.

TO #6: Please prepare an appropriate
response for DCI signature.

STAT

Executive Secretary
22 Jan 86

Date

3637 (10-81)



Office of the Director

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

83- 0234

January 13, 1986



Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

As you may be aware there is a serious national shortage of blood. Historically, Federal employees have responded to local and national emergencies through the Combined Federal Campaign and through many little noted actions of important community service. I know that many federal installations routinely run blood drives. In keeping with that tradition, I have asked the Federal Executive Boards to support the organization of blood donation drives at as many Federal installations as possible. I have been in contact with the heads of the American Red Cross and the American Association of Blood Banks, the two national organizations which assist in this kind of effort. Their local chapters are ready to receive additional donations.

In my visits to OPM regional offices, I have had the honor and the pleasure of becoming acquainted with Federal Executive Board members. I have been impressed with their desire to serve their government, their nation, and their local communities. This is my first call upon those honorable qualities of service. It will surely not be my last. I urge you to join with me in encouraging this very important service to our fellows.

Sincerely,

Constance Horner
Director

cc: Honorable Donald Regan
Honorable Alfred H. Kingon